



EPA

United States  
Environmental Protection Agency  
Washington, DC 20460

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1247197 - R8SDMS

## WORK ASSIGNMENT VERIFICATION

Contract No: SRC(2) GS00F0019L

WA No. TO# 840  
November 2008 Invoice

Region: 8

WAM: Victor Kelleppner  
Date Submitted to WAM:

Program: Risk Assessment

Due to PO on:

## PERFORMANCE

If a rating is 1 - unsatisfactory, the problem will be addressed immediately by the P.O.

Check One for Each Criterion:

4- Outstanding 3- Exceeds Expectations 2- Satisfactory 1- Unsatisfactory

(New rating for ROC - no award fee will be given for a 2 or below)

## RATING

## PROJECT PLANNING

☒ 4 ☐ 3 ☐ 2 ☐ 1

\*Sets schedules and priorities for the accomplishment of all work under the work assignment

\*Maintains regular communication with Agency personnel and provides appropriate information enabling Agency personnel to keep abreast of work assignment progress

\*Compliance of contract and work assignment requirements

\*Development of work plan

## TECHNICAL COMPETENCE AND INNOVATION

☒ 4 ☐ 3 ☐ 2 ☐ 1

\*Technical quality of deliverables

\*Ability to meet work plan goals and objectives

\*Adherence to regulations, procedures, and guidelines

\*Effectiveness and thoroughness of analysis

\*Creativity and ingenuity in approach

\*Ability to support other organizations involved at site

## SCHEDULE AND COST CONTROL

☐ 4 ☒ 3 ☐ 2 ☐ 1

\*Development and maintenance of planned schedules and budgets for deliverables provided by the work assignment

\*Ability to minimize and control the cost

\*Quality of deliverables

\*Elimination of duplication of effort

## RESOURCE UTILIZATION

☐ 4 ☒ 3 ☐ 2 ☐ 1

\*Effective use of resources

\*Appropriateness of professional mix to ensure quality of work while minimizing cost and time expenditures

\*Effectively manage subcontractor's costs and resources, eliminate cost duplication by subcontractors

\*Assure contract compliance by subcontractors

\*Effectively monitor subcontractor performance

\*Adherence to subcontracting plan

## REPORTING

☒ 4 ☐ 3 ☐ 2 ☐ 1

\*Timeliness of deliverables

\*Accuracy and completeness of data

\*Clarity and thoroughness of reports and documents

\*Thoroughness in dealing with all aspects of the project

## EFFORT

☒ 4 ☐ 3 ☐ 2 ☐ 1

\*Identify and resolve problems

Performance Highlights or Problems



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## INVOICE/VOUCHER REVIEW

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ELEMENT	ITEM	YES	NO	N/A
Labor	1. LOE commensurate with effort and appropriate for WA.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
	2. Labor mix appropriate and consistent with WA needs.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Travel	3. Purpose of trips known, necessary and approved for WA.	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
	4. Local travel expenses are warranted and reasonable.	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
ODCs	5. ODC charges necessary to support WA and reasonable for work provided.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
	6. Adequate breakout of ODCs provided to evaluate reasonableness.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Team Subs	7. LOE and other charges are reasonable for WA support provided and consistent with WP.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Subcontracts	8. Subcontract charges consistent with the work performed.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A

Invoice Comments or Issues:

Performance overall is (check one):

☒ Satisfactory☐ Unsatisfactory

Costs are (check one):

☒ Reasonable☐ Unreasonable

☐ I recommend that costs be suspended. State how much and reason why.

WAM Signature:

Date:

12-30-08